



CITY OF HARTFORD

DEPARTMENT OF DEVELOPMENT SERVICES

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Hartford, Connecticut 06103

PEDRO E. SEGARRA
Mayor

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DAVID B. PANAGORE
Director

APPENDIX B: PROPOSAL REQUIREMENTS

1. **Project Description:** Provide a narrative description of the proposed development and all end uses, including the size and square footage of all structures. Do you intend to rehabilitate or build new?
2. **Developer Entity:** Identify the name of the entity legally responsible for the development. List the principals of the organization and all individuals who will be involved in the purchase and/or redevelopment of the City-owned parcel. Provide a description of the development experience of each of the principals and the name, address and telephone number of a designated contact person. For registered corporations, please include a certificate of good standing from the applicable Secretary of State's office.
Consideration will be given to those businesses which are Hartford based and/or minority or woman-owned.
3. **Plans:** For those proposals that include new construction or rehabilitation with substantial changes to the exiting configuration of the building, include a conceptual site plan, floor plan, and street facing elevation(s). The site plan should include parking and loading areas, driveways, building location and landscaping. The site plan shall be provided at a scale of 1" = 20' and floor plans and elevations shall be provided at a scale of 1" = 8'.
4. **Purchase Price:** Please provide an explanation for how you arrived at your proposed purchase price. The Committee will evaluate any findings of appraisers or marketability studies made by competent independent persons provided by the bidders. See Appendix A: Property Descriptions and Specifications sheet for minimum purchase prices.
5. **Sources and Uses of Funds:** Provide a breakdown of development sources and uses (both hard and soft costs) for the proposed project. Identify the type and probable sources of construction and permanent financing. Soft commitments will be required from selected developer prior to submitting sale approval documents to the City Council. Example budget forms available upon request.
6. **Governmental Assistance:** Identify the type and approximate amount of any Federal, State or Local government assistance essential to the financial feasibility of the project. Identify what steps have been taken to secure such funds.
7. **Schedule:** Present a detailed timeline for all major activities, including dates for pulling permits, securing all financing, start and completion of construction.
8. **Community Involvement:** Discuss your firm's involvement with the City of Hartford and any community-based organizations therein, over the past three (3) years. Please include community letters of support if any.
9. **Declaration of Delinquencies:** Complete and include the attached "Declaration of Delinquencies" form.
10. **Other:** Include any other information necessary to fully explain or support the proposal.
Please submit ten (10) complete copies of your proposal.

Declaration of Delinquencies

- | | <u>Yes</u> | <u>No</u> |
|---|-------------------|------------------|
| 1. Are you delinquent in the payment of any real or personal property taxes to the City of Hartford? | _____ | _____ |
| 2. Are you delinquent in any rental payment to the City of Hartford? | _____ | _____ |
| 3. Do you have any outstanding housing or building code violations with respect to property located in the City of Hartford? | _____ | _____ |
| 4. Are you delinquent in any mortgage or interest payments to the City of Hartford? | _____ | _____ |
| 5. Are you in violation of or delinquent under the terms and conditions of any executed Contract or Agreement with the City of Hartford, including reports due to the City of Hartford? | _____ | _____ |

If you answered yes to any of the above, please attach a written explanation.

I hereby declare for myself and any entity in which I have an ownership or financial interest that the answers to the questions above are true to the best of my knowledge. I also declare that no persons other than those named herein are interested in this proposal, which is made without any connection with any other person or persona making any proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Hartford is directly or indirectly interested therein, or in the supplies or works to which it relates, or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interest of the City of Hartford.

Sign Name: _____ Date: _____

Print Name: _____

STATE OF CONNECTICUT }
COUNTY OF HARTFORD } ss.: HARTFORD

On this ____ day of _____, 2012, before me personally appeared _____, as aforesaid, signer of the foregoing agreement, and acknowledged the same to be his free act and deed and the free act and deed of said individual/corporation, before me.

IN WITNESS WHEREOF, I hereunto set my hand.

Notary Public / Commissioner of the Superior Court